



COVID-19 Continuity of Operations Plan

Overview/Introduction

In light of the current risk and of its responsibility towards our college community, and to ensure the health and welfare of its staff and students, while also ensuring the continuity of its programs, Lively Technical College has elaborated the following contingency plan, in compliance with CDC guidelines.

Lively Technical College COVID-19 contingency plan is meant to be a fluid document which will be updated as new information and CDC, state, and federal directives arise.

Who

This plan is intended to provide direction for administrators, faculty, staff, and students who should use this plan to make the necessary arrangements in their routine operation in workplace and educational setting and to determine any appropriate control measures to implement. It is also intended to provide insight for students and families as they contemplate returning to learn. This plan was created with input from Lively Technical College instructors and administrators with the following goals and considerations.

Goals

1. Keep Lively Technical College's education family safe and healthy
2. Continue providing exceptional, continuous workforce education
3. Focus on student-centered outcomes
4. Ensure accurate and timely communication to Lively Technical College's community
5. Implement Florida Department of Education (FDOE) Reopening Plan
6. Commit to continued mitigation & detection efforts
7. Ensure coordinated response with local health officials and other organizations

Resources

As our collective understanding of COVID-19 has evolved, our national and state experts continually update their guidance. A great risk mitigation strategy is not a static document, and should be continually revisited and revised, adhering to guidelines from CDC, state and local departments of health.

1. Key Resources from Leon County

Leon County School COVID-19 Guidance: [LCS Guidance](#)
Leon County Information Portal: [COVID-19 Information Portal](#)
Leon County Department of Health: [Leon COVID19 Health Resources](#)
City of Tallahassee COVID-19 Local Impact: [TLC Covid-19](#)

2. Key Resources from FDOE

Reopening Florida's Schools & CARES Act Plan: [Reopening Plan](#)
FDOE's Emergency Response Resources: [FDOE's COVID-19 Important Documents](#)
DOE Order No. 2020-EO-01: [Emergency Order #1](#)
DOE Order No. 2020-EO-02: [Emergency Order #2](#)

3. CDC Guidance

CDC IHE Guidance: [CDC Guidance for Postsecondary Institutions](#)
Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes [Guidance for Cleaning](#)

4. State Guidance

Governor DeSantis' [Florida COVID-19 Resource Center](#) is a one-stop gateway to Florida's experts in recovery and reopening. [Safe. Smart. Step-by-Step. Plan For Florida's Recovery](#) Task Force report.

[Florida Department of Health's \(FDOH\) COVID-19 resource page.](#)

The benchmarks for reopening in the Safe. Smart. Step-by-Step. Plan utilized the White House and CDC [Guidelines for Opening America Again](#) as a baseline.

Communications

Communication is paramount to effective response to a pandemic. As the status of COVID-19 continues to evolve, Lively Technical College's Contingency Planning & Implementation Team is constantly reviewing and analyzing the situation. We will provide all faculty, staff and students with any updates and/or changes as they arise.

Lively Technical College is committed to providing clear directions and guidance as to the status of our programs and general school operation. Lively is committed to using the following platforms to communicate with our school community:

- FOCUS Student Portal Messaging Platform: for currently enrolled students
- Facebook, Instagram and Twitter: for the public, currently enrolled students and staff
- School Website: for the public, currently enrolled students and staff
- Email Communication: for communicating with current students and staff
- Remind App: for communicating with staff

Notification Processes

To date, all communication regarding Lively Technical College's COVID-19 Contingency Plan has been sent out electronically to all faculty, staff and students via email, and posted within the Student/Faculty Portal and on the school website.

In the event of a sudden campus closure, or change in academic delivery method, all faculty, staff and students will be initially notified through our Emergency Notification System, and follow-up guidance will be sent electronically via email, text notification, and social media announcements.

Health & Safety Measures

Education programs are inherently designed for social interaction, not social distancing, so for all educational programs, [cleaning, disinfecting](#) and [social distancing are essential](#). However, thorough, collaborative and multifaceted reopening and risk mitigation strategies are needed to implement healthy campuses and programs, while earning public confidence.

Lively Technical College responds to the crisis proportionate to the scale of the crisis, and now intends to preserve in-person education to the extent possible, and move to distance learning only when educationally beneficial or necessary under the guidance of local health professionals.

Guidance for Reopening Healthy Learning Environments

Prior to any student and staff member returning to campus, a health screening must be completed. On each day an employee, student, or guest is on campus, they will answer questions related to COVID-19 exposure and symptoms. All individuals must also follow the guidelines at the end of the survey regarding whether they are allowed on campus for authorized activities. All staff members will have their temperatures taken and recorded daily. All students are encouraged to wear a face mask while on campus, except when not conducive to learning and where other safety gear is applicable (i.e. welding). All staff members must wear a mask when around other staff members, students and the public. Masks do not have to be worn by staff when they are working alone in their office.

An important step to supporting safety in schools is allowing at-risk students and staff to stay home and ensuring that all suspected or confirmed cases of COVID-19 are immediately quarantined. Lively Technical College will follow specific protocol for all students prior to returning to school in August. Lively recognizes that in some instances, we must continue to provide ongoing distance learning to support students and staff who are in and out of school for health reasons.

Lively Technical College will maintain an adequate supply of necessary supplies and materials to undertake those emergency protective measures, including cloth face coverings, supplies for cleaning and disinfecting, hand sanitizer, bleach wipes and spray and other personal protective equipment (PPE).

Lively Technical College's medically vulnerable faculty and staff will work with their doctors to create a return to work plan. Whenever feasible for medically vulnerable staff, steps will be taken to minimize the number of people they interact with, Lively Technical College will consider flexible leave policies. The same guidelines apply for students and staff who live with medically vulnerable family members (parents, grandparents, caregivers, etc.).

Step-by-Step Approach

As with other technical colleges, Lively Technical College recognizes the immediate ability to allow limited and safely conducted CTE course-related work to occur. **The approach below details a “dimmer switch” model, with full reopening and in-person learning set to occur in August, at the start of the new Academic Year.**

June & July 2020 Programs (continued enrollment from spring semester)

For programs that continued into June and July, instructors are using a hybrid approach to student learning. Students can volunteer to come to campus for hands-on learning, clinical experience and industry certification testing. All students who return complete a daily health screening form. All individuals must also follow the guidelines at the end of the survey regarding whether they are allowed on campus for authorized activities. All students must wear a face mask while on campus, except when not conducive to learning and where other safety gear is applicable (i.e. welding).

June & July 2020 Programs (new enrollment)

For programs with new school enrollment for June and July, students are required to be on campus for instruction. However, enrollment is limited to 10 or fewer people, including the instructor, in a single occupied space. All students are required to wear a face mask when on campus.

Promote Risk Reduction Through a Great Culture of Teaching

All types of educational programs have a trusted and persisting role in educating and guiding how millions of Floridians, young and old, embrace their personal efforts to reduce risks for all Floridians. Lively Technical College aims to promote risk reduction by means of educating our students, staff and the public on what they can do to stop the spread of COVID/19 and other communicable diseases. All instructors will educate their students on preventative hygiene and self-screening practices as part of orientation to their program/course. Lively Technical College has gone to great lengths to post handwashing guidelines from the Center for Disease Control in all restrooms as well as signage around campus related to proper hygiene.

Create Visible Safe Learning Zones

Minimizing spontaneity, uncertainty and ultimately risk on any educational campus is aided by visibly showing everyone what safety looks like, creating a visible feeling of health and safety, so that students and staff can settle into learning rather than wondering. Lively Technical College will commit to:

- Encouraging visible signals of health and safety from the moment students and staff arrive on campus, or at a program, with physical guides, barriers and alerts that help everyone learn and know how to act safely.
- Encouraging the use of outside and unconventional spaces with significant options for social distancing for learning and extracurricular activities. When on campus, to the extent possible, will consider moving large staff meetings and student assemblies to more open spaces or utilize virtual tools. The first priority should always be facilitating in-person course needs, so extra convenings should leverage alternative means to convene.
- Practicing [social distancing](#) whenever feasible, as the virus is most transmissible indoors under close, sustained contact.
- Encouraging all students, faculty and staff to frequently wash hands with soap and water for at least 20 seconds or use hand sanitizer with at least a 60 percent alcohol if soap and water are not available. In addition, it will recommend that all: 1) avoid touching eyes, nose and mouth, 2) cover cough or sneeze with elbow or a tissue and dispose of the tissue, 3) clean and disinfect frequently touched items and surfaces as much as possible. If anyone feels sick, [they will be encouraged to stay home](#). If students become sick while on campus, they will be recommended to return home.
- Encouraging all that if they believe themselves infected with COVID-19, to immediately contact their health care provider.
- Encouraging all who are older than 65 or have a serious medical condition to avoid large crowds and encourage all employees who feel sick to stay home and monitor all with COVID-19 symptoms.
- Consulting with the county health department regarding procedures for workforce tracing following a positive COVID-19 test by an employee, student or those who have come into contact with an individual testing positive for COVID-19.
- Plexiglass barriers have been installed in areas requiring face-to-face interaction with students including Testing, Financial Aid and Student Services offices.
- Maintenance staff have undergone additional training for disinfectant and sanitation. Staff is focused on daily deep cleaning of students used spaces, common spaces and staff offices.

- Instructional and office staff have been provided hand sanitizer for student/guest use as well as disinfectant wipes to be used for wiping down high-touch areas such as door knobs, light switches, copiers, cabinet doors, drawers, countertops, faucets, telephones and keyboards throughout the day.
- Personal protective equipment (PPE) will be worn by health education students during their practical labs.
- While not required, all students are encouraged to wear a face covering while on campus, except when not conducive to learning and where other safety gear is applicable (i.e. welding). Face coverings are encouraged to be worn in classrooms, labs, and other areas where students may convene. All staff members must wear a mask when around other staff members, students and the public. Masks do not have to be worn by staff when they are working alone in their office.
- Gloves will be provided to faculty, staff and students who require them to perform certain job functions, such as handling mail, custodial work, laboratory instruction with live clients (ie. nails, cosmetology), certain trades and grounds keeping.
- Prior to any student and staff member returning to campus, a health screening must be completed. On each day an employee, student, or guest is on campus, they will answer questions related to COVID-19 exposure and symptoms. All individuals must also follow the guidelines at the end of the survey regarding whether they are allowed on campus for authorized activities. All staff members will have their temperatures taken and recorded daily.
- Social distancing protocols will be adhered to in all areas including campus common spaces. Guidelines will be posted to remind individuals to respect the personal space of others and capacity limits will be adhered to. Staff will remind individuals of social distancing guidelines when capacity is reached in a given area. Individuals will be given options as to where to wait when capacity in a given area is reached.

Academic & Student Affairs

The health, safety and well-being of Lively Technical College's students, faculty and staff has our utmost priority. As the current status of COVID-19 evolves, we are continuing to follow the recommendations from the Centers for Disease Control and Prevention (CDC), Florida Department of Health (FDH), Florida Department of Education (FDOE) and our regulatory bodies. In attempts to keep our current students academically on track and progressing throughout their program as planned we have developed an instructional plan to provide students with the necessary instruction to be successful in their coursework.

Online Instruction/Remote Learning

For programs starting in the fall of 2020, students will return with in person instruction. However, based on size and space, programs may continue to operate with a hybrid learning approach providing both traditional and online (distance) instruction. Using Zoom, Canvas, FOCUS, Microsoft Teams, Cengage and other program specific software solutions, Lively instructors can carry out live synchronous and/or asynchronous classes for remote learning and asynchronous classes. All software is accessible through multiple devices including desktop computers, laptops, tablets, and mobile phones. When possible, implementation and guidance is reviewed with students in the classroom prior to enacting emergency virtual learning provisions. Guidance is also distributed to students electronically and will be available in the FOCUS student portal.

Assessments

Various assessment formats will be used to measure mastery of the standards. Mastery of applied skills/hands on skills will be assessed in the small group environment or if a shutdown occurs, upon re-entry into the lab/shop.

Industry Certification/Licensure Information/Testing Center

Instructors will continue to concentrate on promoting and encouraging credentialing and industry certifications regardless of instructional modality. The Testing Center will follow social distancing guidelines to provide testing for industry certifications on campus. The Testing Center has recently expanded its capacity of test offerings. In order to accommodate the increased testing volume, the Testing Center can expand into additional room space on campus.

Externship

Students enrolled in externship can continue with their placement, provided the employer is able to continue with the placement.

Work-based Learning/Clinical Requirement Information

Programs are being limited to meet the individual requirements set by the governing agency in charge of setting standards for the program. Program internships are being utilized for work-based instruction if the facility is allowing for interns to meet program standards without restriction. Internship opportunities are being evaluated to ensure that students can safely participate in all learning activities. If internships or clinical opportunities are not available in a program area, an approved alternative is put into its place and students are graded as they work through the process.

Clinical Stakeholders

The following accommodations are currently in place:

Nursing Assistant (H170690): DOH No. 20-003 With approval of dean/program director/program chair or coordinator allows for substitution of remote live videoconferencing for didactic hours and simulation for all supervised clinical instruction hours. *If Executive Order 20-52 is extended, this provision is automatically extended as it runs consecutively with Executive Order 20-52*

Practical Nursing (H170607): DOH No. 20-003 With approval of dean/program director/program chair or coordinator allows for substitution of remote live videoconferencing for didactic hours and simulation for all supervised clinical instruction hours. *If Executive Order 20-52 is extended, this provision is automatically extended as it runs consecutively with Executive Order 20-52.*

Virtual Office Hours

All instructors will establish virtual hours if they are going to start with a hybrid strategy or should a shut down be required and online learning necessary for all students.

IT Support

The Lively help desk has been established with IT Support available to assist faculty and students. Faculty and students can email ltc.helpdesk@leonschools.net and a ticket is automatically loaded into the system.

Academic Management Practices for Remote Learning

Attendance: For programs with distance education opportunities, attendance is taken two ways. With synchronous learning, where students attend scheduled virtual classes, instructors are continuing to track attendance as they normally would. For asynchronous learning, students attendance will be evaluated through daily participation with the learning management platform (student logins) and students will be required to click “present” daily through FOCUS.

Grading & Assessments: All instructors will communicate with their students as to the grading policies and assessment schedules for their individual program.

Work-based Learning/Clinical Requirement Information: For programs with work-based learning and clinical requirements, instructors will communicate with students as to any accommodations that have been made.

Faculty Support for Remote Learning

Instructional Strategies: Continued professional development for Canvas course development and online learning resources such as simulation for the healthcare programs will be ongoing. The focus of pre-planning time this year will be on building distance learning student opportunities.

Resources: Lively Technical College Canvas manager, online textbooks and simulations, Microsoft Teams, Zoom, and the Canvas Consortium are just a few of the tools instructors will be able to use.

Faculty Support for Remote Learning

Student Services Department:

Mary McShane: mcshanem@leonschools.net
Phone: 850.487.7473 Fax: 850.487.7430

Registration Department:

(Transcripts, Enrollment Verification & Change of Address)

Stacey Turknett: turknettst@leonschools.net
Phone: 850.487.7414 Fax: 850.487.7436

Financial Aid & Veteran Affairs:

Tiffany Randolph: LTCFinaid@leonschools.net
Phone: 850.487.7421 Fax: 850.487.7682

General Testing Services:

Beth Shields: shieldse@leonschools.net

Phone: 850.487.7467 Fax: 850.487.7416

Business Services/Student Accounts

Matt Zadra: zadram@leonschools.net

Jennifer Madson: madsonj@leonschools.net

Phone: 850.487.7413 Fax: 850.487.7492

Industry Certification Testing & Dual Enrollment:

Sean Friend: friends@leonschools.net

Phone: 850.487.7602 Fax: 850.922.3880

IT Support & Help Desk

James Strickland: lrc.helpdesk@leonschools.net

Phone: 850.487.7455 Fax: 850.922.3880

Program Advisory Committees

The Commission with the Council on Occupational Education (COE) approved a revision to this accommodation to require that institutions document **ONLY ONE** occupational advisory committee meeting for each program for compliance with COE Standards from January 1, 2020 to December 31, 2020. Additionally, the one required meeting may be held virtually. This temporary exemption applies only to COE requirements and should not be considered a waiver for programmatic, state and/or federal requirements related to advisory committees.

Lively Technical College will require all fall programs to hold a minimum of one advisory meeting from August 1, 2020 – December 31, 2020 as we feel it more important than ever to involve the advisory committee with the program making recommendations for program improvement and providing technical assistance to assure the most up-to-date curriculum content and appropriate applications of technology. Lively understands that during these uncertain times, advisory committees are a vital link between the career and technical education program and business and industry.

Student Affairs Questions

For specific information on withdrawal/refund procedures, attendance requirements, etc. please refer to the Student Handbook which can be found by visiting livelytech.com. A printed copy is also provided to all students upon enrollment and copies are available in Student Services.

General Operations

What happens if someone on campus is diagnosed with COVID/19?

Lively Technical College will immediately notify local health officials. Local officials will help administration determine a course of action. Any decision about school dismissal or cancellation will be made in coordination with our local health officials and Leon County School Board. There may be a case where Lively may need to temporarily dismiss school for 2-5 days, if someone with COVID-19 was on campus. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to clean and disinfect the affected facilities. Lively would work with the local health officials to determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

If there is substantial transmission in the local community, local health officials may suggest extended school dismissals. This longer-term, and likely broader-reaching, dismissal strategy is intended to slow transmission rates of COVID-19 in the community.

What happens if there is substantial community transmission?

If local health officials have determined there is substantial transmission of COVID-19 within the community, they will provide guidance to administrators on the best course of action for Lively Technical College. Similar strategies will extend across organizations (e.g., K-12 schools, business, community and faith-based organizations) in a collective effort to stop the spread of COVID-19.

Measures will likely include extended class suspension and event/activity cancellations (e.g., suspension/cancellations for longer than two weeks). This longer-term, and likely broader-reaching, strategy is intended to slow transmission rates of COVID-19 in the community.

Messaging to Students Enrolled for Fall 2020:

The following message is included in the FOCUS student portal for all students to acknowledge prior to the start of the fall term.

Welcome to Lively Technical College! We are very appreciative you have chosen us for your training and education. These are unique times for all of us as we navigate the "new normal." That being said, Lively Technical College does not guarantee a COVID-19 free education and training environment. Taking steps to reduce the risk of COVID-19 is the shared responsibility of LTC and every member of our school community.

The risks occasioned by the spread of the coronavirus and COVID-19 have presented substantial challenges for LTC, our programs, our clinical partners and our food service as we approach the beginning of the 2020-2021 academic year.

LTC is responding to those challenges and is reaching out to you:

- to advise you of some important changes to how we deliver training
- to inform you of some of the payment terms of your enrollment that are important to consider due to the uncertainty of COVID-19.

LTC wants to be certain that you are aware of the risks and understand the changes. If you are unable to accept the terms of enrollment described in this letter you will have the opportunity to CANCEL your 2020-2021 registration without any financial penalty.

Please read carefully the following changes and information, which you and every student needs to know about:

Health and Safety

Exposure to the coronavirus and contracting COVID-19 can result in very serious illness and, in some cases, death to those who contract it. Students may face an increased likelihood of serious illness if they have certain pre-existing medical conditions like disorders and diseases related to any of the following: immune deficiency; heart, lung, and other major organ problems; diabetes; high blood pressure; and asthma. All health and safety risks associated with COVID-19 may not yet have been fully determined by medical experts.

Students are responsible for considering their own personal health status and increased risk factors inherent with attending classes, including the risk of exposure to the coronavirus and contracting and transmitting COVID-19.

Students must adhere to LTC's expectations intended to minimize risk of exposure to COVID-19 consistent with health and safety guidance including, but not limited to, limitations on mass gatherings, practicing physical distancing as recommended by CDC, and wearing appropriate face covering when within six feet of another individual.

Students may be required to submit to symptom checking, daily self-screening, and COVID-19 testing in order to attend classes. Failure to comply with this requirement may result in disciplinary action, including removal from campus.

Students must disclose to the appropriate LTC staff immediately upon notification of positive COVID-19 test status or contact from Florida Department of Health about exposure and instruction to isolate. Failure to comply with this may result in disciplinary action, including removal from campus.

Students must comply with LTC's direction requiring quarantining, isolation, and separation. At any time, LTC may request or require students to leave campus when that student's continued presence on the campus poses a health or safety risk for other students and staff.

Students are required to comply with all health and safety law, orders, ordinances, policies, regulations, and guidance adopted by LTC as it relates to COVID-19. This guidance may evolve as circumstances warrant.

Access, Use, and Room Changes

LTC may restrict the full use of spaces and amenities within the campus(s) including, but not limited to: classroom, labs, restrooms, student center and break areas. Building, room, and clinical assignments may be changed prior to class or at any time during the program.

Food Service

The Lively Tech Cafe will be closed through December 31, 2020. The Student Union however will remain open during the lunch hours for students who wish to access vending machines and use the microwaves.

Tuition and Fee Payments

Students will be responsible to pay tuition in a timely manner whether the program is face-to-face, hybrid or online. The regular refund policy will be in effect as listed in the catalog.